## PQS QUALIFICATION SHEET

## Logistics Support Officer (LSO) Module

Trainee Name	Date Reported To Command	Date Indoctrination Complete	Qualification Start Date

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. Administration			
2. Training			
3. Procurement			
4. Material Control			
5. Minor Property			
6. Out Of Pocket Expenses			
7. Travel Management			
8. Communications			
9. Vehicle Management			
10. Vehicle Safety			
11. Facilities			
12. Financial Management			
13. Government Leased Housing			
14. Final Qualifications			

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b. Identify the Material Control Coordinator's duties and responsibilities.									
c. Identify the responsibilities of the DEP Award Coordinator.									
d. Explain the purpose of Expenditure Documents, Logs, and files.									
5. Minor Property: (COMNAVCRUITCOMINST 4400.1 CH 3)									
a. State the difference between minor property, and pilferable material. b. Identify the responsibilities within Navy Recruiting for the Property									
Administrator and the Property Responsible Officer.  c. Explain the inventory									
requirements for Visual Information (VI) equipment.  d. Describe the procedure for properly conducting an annual and									
triennial inventory and explain the reports required.									
6. Out of Pocket Expenses (OPEs) (COMNAVCRUITCOMINST 4400.1 CH 5)			T					T	
a. Identify who is authorized OPEs.									
b. Describe authorized OPE items.									
c. Describe internal procedures governing OPE claim submission.									
d. Describe authorized reimbursable items.									
7. Travel Management: (COMNAVCRUITCOMINST 4400.1 CH 6 and 7132.2)									
a. Identify the TAD procedures within Navy Recruiting to include TAD orders, travel requests, and preparation of orders.									
b. Identify the procedures for a travel claim review.									
c. Identify the requirements for the Government Travel Card program.									

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d. Identify the requirements and											
procedures for the Outstanding Travel											
Advance Report.											
8. Communications: (COMNAVCRUITCOMINST											
2061.2)											
a. Identify the requirements and											
procedures for the procurement of											
telephone equipment and services.											
b. Identify the requirements for the											
management of telecommunications and cost											
control.											
c. Identify the responsibilities of											
the Telephone Control Officer.											
d. Identify the requirement for the											
management of the Command's Cell phone											
program.											
9. Vehicle Management:											
(COMNAVCRUITCOMINST 4400.1, CH 8)		T	T	l	T	I	T	T	T		
a. Identify the procedures for acquiring a government vehicle from GSA.											
b. Identify the responsibilities of											
the Vehicle Coordinator.											
c. Explain the importance of the											
Vehicle Indoctrination Program.											
d. Identify vehicle management											
required reports.											
e. Identify the requirements and											
restrictions for Domicile to Duty vehicle											
use.											
f. Identify vehicle's emergency and											
accident procedures.											
g. Identify the bill payment											
procedures and requirements.											
10. Vehicle Safety: (COMNAVCRUITCOMINST											
4400.1, CH 8)											
a. Identify the responsibilities of											
the Traffic Safety Chairman.											
b. Explain the importance of having a certified AAA instructor.											
c. Describe the functions of the		<del> </del>	<del>                                     </del>		<del>                                     </del>						
Traffic Safety Council.											
11. Facilities: (COMNAVCRUITCOMINST											
4400.1, CH 9)											
a. Identify the responsibilities of											
the Facility Manager.											
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14. Final qualifications. Must have	14. Final qualifications. Must have										
completed the N7 or NORU LSO course.	completed the N7 or NORU LSO course.										

## 15. Record of Qualification:

Copy to:

Member's Training Record

a. Recommended	for PQS final qualif	ication as Logistics Support Offic	er.
Name/Rate/Qualifier	Position)	(Name/Rate) position of Logistics Support	
Qualifier's Signatu	re	Date:	
b. Reviewed:			
PQS Training Office	r, NAVCRUITDIST	(Signature/Date)	
Commanding Officer,	NAVCRUITDIST	(Signature/Date)	
d. Service Rec	ord Entry (Page 4)		
Chief Administrator	, NAVCRUITDIST	(Signature/Date)	
for the PQS Qualifi	cation Module of Logis	aximum allowable qualification timestics Support Officer. Your new (Attach a copy of extens	
PQS Training Of	ficer	(Signature/Date)	_